



<b>Position:</b>	Early Years Worker	<b>Accountability:</b>	Social Services Manager
<b>Hours of Work:</b>	32 hrs (may involve weekends)	<b>Employment Status:</b>	2 Year Contract with possible extension
<b>Circulation Level:</b>	III	<b>Preferences:</b>	MFN member / persons of Aboriginal decent

**The Early Years Worker will:**

- Identify and introduce promising and/or best practices that contribute to personal, family and community wellness; plan, facilitate and/or coordinate a range of evidence-based primary prevention workshops, activities, programs and/or presentations for children, parents and community using age appropriate resources and technology.
- Plan and implement a children’s recreation program; plan and facilitate evidence-based secondary prevention and/or educational programs to at risk children and families on an individual or group basis, at individual homes or community sites; implement social marketing strategies to promote wellness, programs/services and recruit participants; work collaboratively with referring agencies to identify at risk children and families and their needs.
- Collaborate on the planning and implementation of a variety of community events to promote personal, family and community wellness. Plan, facilitate and/or coordinate child focused workshops and/or programs to share and transfer Anishnaabe traditional knowledge and/or practices; screen referrals to determine suitability for group or individual delivery of programming. Plan and facilitate evidence-based secondary prevention and/or educational programs to at risk children and families on an individual or group basis, at individual homes or community sites.
- Demonstrate consistent ability to maintain positive working relationships; collaborate with relevant programs and/or activities; refer to other programs and services as needs are identified; collaborate as a member of the Health and Social Services Team and other assigned community development initiatives.
- Participate in the provision of services as assigned; develop activity, program and funding proposals for management approval; collaborate with leadership, staff, community and partners in achieving the goals and objectives identified in the Community Health Plan of Mississauga First Nation and other community development initiatives; participate in case reviews and/or conferences; critically analyze, monitor, and evaluate programs and activities; participate in and support program evaluation processes; build and/or strengthen bridges between traditional and mainstream approaches to wellness.
- Use technology and other resources to create print documents, electronic and other program resources and materials; comply with Unit, Band, and funding accountability standards (including but not limited to personnel, program and administrative forms; program logic models; work plans; narrative and data program reports and quality assurance practices).
- Participate in regular supervision, staff meetings as directed; provide occasional briefing notes and/or position papers as assigned; use academic study, self-directed learning, and other training opportunities to continually develop professional knowledge and skills; prepare and submit annual work plans; prepare and submit quarterly and annual reports of activities; prepare and submit regular statistical program and activity reports, and/or articles to the Smoke Signal.

**The Early Years Worker will possess the following qualifications, skills, experiences, and attributes:**

- Preference for university degree in child development or human services; minimum requirement is college diploma in human services; member of, or willingness to register with, the OCSWSSW.
- Minimum of two (2) years direct service with children, parents, families and groups; Life Skills Coaching Certificate (asset).
- Knowledge of/ respect for Anishnawbek history/practices/teachings/language/values/beliefs is of critical importance; ability to understand and speak Ojibway (asset).
- Proficient in Microsoft Word, Excel, PowerPoint, internet and email software/s, and use of on-line learning resources; some work experience in finance and administration (an asset); must have current First Aid/ CPR; must have Class “G” Driver’s license in good standing/be able to travel; must provide a clear Vulnerable Sector Check; ability to work flexible hours.

**TO APPLY:** Customize your cover letter and resume to the duties, experience, expectations and qualification listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us in your application during screening. **Successful candidates who receive interviews must provide copies of their education qualifications and certifications at the time of interview.** Please note that all interviews will be in person. If you would like a copy of the full job description and/or are interested in applying you may submit your cover letter, resume and three (3) work related references to:

**Mississauga First Nation**  
P.O. Box 1299 Blind River, Ontario P0R1B0  
Attention: Human Resources Clerk  
Marked: **CONFIDENTIAL**  
**EMAIL:** hrclerk@mississaugi.com **FAX:** 705-356-1740  
**Deadline: February 24 2021 at 4:30 pm**

*Thank you to all applicants; however, only those selected for an interview will be contacted.*